



## AMUN Digital Conference Experience Preparation Newsletter

05 October 2020

### Submitting Your AMUN Credentials: A How-To

Greetings from the AMUN Secretariat. This newsletter is all about AMUN credentials. While your students are hard at work on drafting their position papers, we thought we'd let you have some homework too. Online credential submission is now open for the 2020 Conference. Completing this by 08 October is essential to accessing the conference platform, Gatherly. Instructions on how to submit credentials are below. As a reminder, payment is due that same day.

#### What Are Credentials?

At AMUN, your credentials are your “name badges”: they identify you and the country you simulate to the AMUN Secretariat and other Conference participants. No one will be allowed entry to the Gatherly platform without proper credentials. We provide specific credentials to faculty advisors and permanent representatives that identify them as such to AMUN Secretariat and provide access to the Gatherly platform.

#### How to Submit Credentials

All schools must submit the names of their participants, along with the committee on which each person will be seated, in advance of the AMUN Conference. All credentials must be received via the [submission form](#) by end-of-day on Thursday, 08 October to process Gatherly credentials.

To submit your credential information, follow these steps:

1. Have your list of representatives and their committee assignments ready.
2. In the website submission form, enter the email address AMUN has on file for your school, then the countries you're representing will be listed. Choose the country for which you would like to enter credentials.
3. In the correct slot, enter each name and email address. Do not enter names in all capital letters. The email address is what we will use to grant credentials to the Gatherly platform.

4. Select which Representative will be acting as the Permanent Representative. If the representative will not be participating primarily in a specific committee, they should be listed as a "Floating Permanent Representative."
5. Designate which Representative should be contacted if the delegation is needed in one of the Security Council simulations. Only P5 delegations may skip this step.
6. If you have a case before the International Court of Justice, designate which representative(s) will act as the advocates. Their credentials will list their primary committee assignment.
7. Review names for spelling and ensure all representatives have been entered.
8. Select Save and Submit.
9. You may return to the form later to enter changes as needed. Having accurate information in our system will also make registration quicker and easier.
10. Faculty Advisors should be entered in the correct form; there is no charge for the first faculty member. Please note that AMUN allows a maximum of four Faculty Advisors per school.

Delegations that do not submit credentials by 08 October may experience a delay in receipt of their credentials that may prevent them from accessing Gatherly at the start of Conference.

## **AMUN Virtual Conference Important Dates**

We have put together important dates and times for the 2020 Conference to assist you in your preparations. We will continue to update this calendar as we solidify dates and times.

### Ongoing

- [Flipgrid](#) open to record Opening Speeches

### 1 October

- ICJ Memorials Due
- Last day to request a Model UN in a Box Simulation Guide

### 7 October

- Position Paper Submissions close

### 8 October

- All payments due
- Credentials due

### 13 October

- AMA #3, 1 p.m. Central (intended for all AMUN participants) via Zoom

### 19 October

- Gatherly Platform opens for representative familiarization sessions with times TBD. During these sessions, representatives will have access to:
  - Practice simulations
  - Tech help

- Finance/registration help
- General questions
- Team huddles

22 October

- Opening Plenary and Keynote, 6:30 p.m. Central

23 October

- Graduate School and Career Expo, 2-5 p.m. Central
- FA/PR Feedback Meeting, time TBD

24 October

- FA/PR Feedback Meeting, time TBD

25 October

- FA/PR Feedback Meeting, 9:30 a.m. Central
- 2021 Country Lottery 10:30 a.m. Central

## Questions, Comments or Concerns?

If you have any questions about this email, please contact us directly at [mail@amun.org](mailto:mail@amun.org) and we will be happy to help. As always, if you are no longer the primary contact for your school's Model UN club or class, please contact us at [mail@amun.org](mailto:mail@amun.org) with updated contact information or fill out our [Change of Address/Contact](#) form online.

Good Luck on Your Preparations,

Joshua Adams  
2020 Secretary-General

Shannon L. Dunn  
AMUN Executive Director

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